

Education Institute Department/Center

Administration / Communication

Description of the Department/Center

The Communications Manager supports Cleveland Clinic's Education Institute, which oversees about a dozen centers including executive education, graduate medical education, the Lerner College of Medicine and international education. We are responsible for writing articles, creating communication materials, and building and maintaining many websites. We work with a variety of professionals, from doctors and nurses to graphic designers and photographers.

Learning Opportunity

Working closely with the Communications Manager, you can expect to:

- Write brochure and website copy.
- Interview subjects and write articles.
- Research various topics.
- Help schedule photo shoots and scout locations.
- Copyedit and proofread.
- Get involved in wellness activities and events.

What's more, you'll have the opportunity to learn about the scope of work and career opportunities at Cleveland Clinic, which is consistently ranked as one of the best hospitals in the nation.

Learning Outcomes

At the conclusion of the internship experience, the intern should be able to:

1. Write more cohesively, coherently.
2. Craft articles for a variety of audiences.
3. Write for websites.
4. Conduct successful interviews with healthcare professionals.
5. Use new knowledge and skills to successfully engage in unfamiliar tasks, activities, etc.

6. Integrate knowledge and skills learned in the work environment to solve problems.
7. Assess, critique and improve your work.
8. Behave professionally in various environments (e.g., team, independent, etc.) by adhering to ethical standards and work commitments.

Minimum Requirements

What we expect from you:

- You are an undergraduate majoring in communications, journalism, marketing, English or a closely related field.
- You have solid writing, editing, grammar and proofreading skills.
- You possess effective interpersonal skills to conduct interviews with physicians, nurses, patients and people at all levels inside and outside the organization.
- You are able to work in a fast-paced environment and to work independently when required.
- Include cover letter and writing samples with application.

Hours

15-18 hours per week

Number of Opportunities

Fall Semester (1)
Spring Semester (1)
Summer Semester (1)

Location of Internship

Cleveland Clinic Main Campus, 9500
Euclid Avenue | NA22, Cleveland,
Ohio 44195
Lerner Education Wing

Apply Directly to:

Name: Laura Greenwald
Email: greenwl@ccf.org
Phone: (216) 445-8372

Application Deadline

Fall Semester – Rolling
Spring Semester – Rolling
Summer Semester – Rolling